The Payroll Web Portal is available to all active employees paid through the Charles County Government Payroll Office. You will have access to your payroll information in an efficient and environmentally friendly manner. The Payroll Web Portal is accessed through the web, which means you may access the Payroll Web Portal from any computer, smart phone, or tablet. The online Payroll Web Portal will give you access to:

- Employee Information – Address, Tax Withholding, Rate of Pay, Grade, etc.
- Earnings Statements
- Deductions and Benefits Inquiry
- Earnings Inquiry
- Leave Inquiry (CCG Employees)
- Leave Requests (Certain departments within CCG)
- Important Information and Documents
- Current Year W-2 Information

Accessing the Payroll Web Portal:
- Go to the website http://www.charlescountymd.gov
  - Scroll down to the bottom of the page and you will find a blue bar. On the far right, click on 'Employees Only'
  - Then click on Payroll Portal in the middle of the screen
  - Click on Payroll Web Portal

   OR

- The ICG Intranet Web Page (http://icg) – Click on the Quick Link called 'Payroll Web Portal'

Logging into the Payroll Web Portal:

The first time an employee accesses the Payroll Web Portal, the employee must use his/her county employee number as the username and his/her last name in conjunction with a portion of his/her social security number as the password.

EXAMPLE:

The user John Smith, employee number 9513, with the social security number of 123-45-6789 would enter the following:

Username: 9513
Password: smith6789

Once an employee has successfully logged into the public portal for the first time, he/she will be directed to the Manage Account where a new username and password must be established.

Frequently Asked Questions:

Will my direct deposit stub be mailed to my home address?
> No. Only paper checks are mailed home. Direct deposits are all paperless and is a green initiative to reduce paper waste, help reduce cost associated with payroll processing and a more secure method of distributing your pay statement.

When will I be able to view the current pay period statement?
> Your current pay period statement will be available the day prior to pay day. **Payroll funds are not guaranteed to be available until the actual pay date. Any early posting of funds is strictly at the discretion of your banking institute.**

How long will my payroll information be available on the Payroll Web Portal?
> You will be able to view and print prior earning statements for three years.

If I terminate employment, will I still have access to the Payroll Web Portal?
> No. As of your termination date, access to the Payroll Web Portal will be denied. You can contact the Payroll Office for assistance.

Can I make changes to my payroll information – address, direct deposit or federal/state tax withholdings?
> Not currently. This is being looked at in the future. You should continue to make changes through the Payroll Office.

What should I do if I do not have computer access?
> If you do not have access to a computer, please contact the Payroll Office for assistance or reach out to your timekeeper.

When is the Payroll Web Portal Available?
> The objective is to provide access to payroll information 24 hours a day, 7 days a week, except for down time due to scheduled maintenance. Scheduled maintenance is normally performed on Sundays from 12:00 midnight through 2:30 a.m.

If you have any questions or problems logging on to the Payroll Web Portal, please contact the Payroll Office at:

> **Payroll@CharlesCountyMD.gov**   OR

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Payroll Associate	**Payroll Coordinator**
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